

## **Adults born outside the UK before 01 January 1983**

### **Below are a list of documents required for all first time applications.**

#### **COMPULSORY**

- ✓ Original local government birth certificate or adoption/naturalisation/registration certificate.
- ✓ If applicable: Father's full UK birth certificate or British naturalisation/registration certificate.
- ✓ If applicable: Father's civil marriage certificate and evidence of termination of any previous marriages.
- ✓ If applicable father/mother's death certificate.
- ✓ If applicable, siblings/half siblings death certificate.
- ✓ Both parents' passports from around the time of applicant's birth.
- ✓ Current and previous passports held by applicant including any passport he/she was included on and/or used for travel.

#### **DESIRABLE**

- ✓ School records from Nursery to University, as applicable.
- ✓ Local photo identity documents e.g. voters card; driving licence; bankcards etc.
- ✓ Applicants life photographs, to include:
  - Photographs as a baby with parents (Where born)
  - Photographs on return to the country of residence.
  - Photographs of applicant growing up, with parents and siblings.
  - If married, wedding photographs.
- ✓ Mother's antenatal/postnatal/delivery notes from hospital. (If unable to obtain original records, copies attested by the relevant hospital)
- ✓ If applicable, documents with regard to any change of name:
  - Sworn affidavit, deed poll and newspaper cutting with regard to change of name.
  - Marriage certificate and wedding photographs, if name change is through marriage.
  - Sworn affidavit if name is added or dropped.

## **Adults born/adopted/registered/naturalised in UK before 01 January 1983**

**Below are a list of documents required for all first time applications.**

### **COMPULSORY**

- ✓ Original full/long birth/adoption/registration/naturalisation certificate.
- ✓ Current or previous passports held by applicant including any passports he/she was included on and or used to travel to the country.
- ✓ Passports used by mother and father to travel to the UK prior to applicant's birth (if applicable).
- ✓ Father's civil marriage certificate.
- ✓ Divorce certificate (if previously married)
- ✓ If applicable, father's/mother's/sibling's/half sibling's death certificates.
- ✓ If applicable, documents with regards to change of name.
  - Sworn affidavit, deed poll and newspaper cutting with regard to change of name.
  - Marriage certificate and wedding photographs, if name change is through marriage.
  - Sworn affidavit if name is added or dropped.

### **DESIRABLE**

- ✓ School records from Nursery to University, as applicable.
- ✓ Local photo identity documents e.g. voters card; driving licence; bankcards etc.
- ✓ Applicants life photographs (not digitalised), to include:
  - Photographs as a baby with parents (Where born)
  - Photographs on return to the country of residence.
  - Photographs of applicant growing up in the UK/country of residence, country where making application, with parents and siblings.
  - If married, wedding photographs.
- ✓ Mother's antenatal/postnatal/delivery notes from hospital. (If unable to obtain original records, copies attested by the relevant hospital)
- ✓ If applicable, documents with regard to any change of name:

- Sworn affidavit, deed poll and newspaper cutting with regard to change of name.
- Marriage certificate and wedding photographs, if name change is through marriage.
- Sworn affidavit if name is added or dropped.
- ✓ Parent's UK documents (one year before and up to two years after birth):
  - College diploma/certificates; employment/tax records; salary slips; building society books; bank statements; medical records/card; driving licence.

## **Adults born in the UK after 01 January 1983 onwards**

### **Below are a list of documents required for all first time applications.**

#### **COMPULSORY**

- ✓ Applicant's Original full/long birth/adoption/registration/naturalisation certificate.
- ✓ If applicable, parents' full/long birth certificate or British naturalisation/registration certificate.
- ✓ If applicable, father's civil marriage certificate and evidence of termination of any previous marriages.
- ✓ If applicable, father/mother's death certificate.
- ✓ If applicable, sibling's/half sibling's death certificate.
- ✓ Both parents' passports from around the time of birth.
- ✓ Current or previous passports held, including any passport he/she was included on and/or used to travel to country of residence.

#### **DESIRABLE**

- ✓ School records from Nursery to University, as applicable.
- ✓ Local photo identity documents e.g. voters card; driving licence; bankcards etc.
- ✓ Applicants life photographs, to include:
  - Photographs as a baby with parents (Where born)
  - Photographs on return to the country of residence/where making application.
  - Photographs of applicant growing up, with parents and siblings.
  - If married, wedding photographs.
- ✓ Mother's antenatal/postnatal/delivery notes from hospital. (If unable to obtain original records, copies attested by the relevant hospital)
- ✓ If applicable, documents with regard to any change of name:
  - Sworn affidavit, deed poll and newspaper cutting with regard to change of name.
  - Marriage certificate and wedding photographs, if name change is through marriage.
  - Sworn affidavit if name is added or dropped.

## **Child's Application.**

**Below are a list of documents required for all first time applications.**

### **COMPULSORY**

- ✓ Original full/long UK or local government birth/adoption/naturalisation/registration certificate.
- ✓ Parents' full/long UK birth certificate or British registration/naturalisation certificate.
- ✓ If applicable, father's civil marriage certificate and evidence of termination of any previous marriages.
- ✓ If applicable, father/mother's death certificate.
- ✓ If applicable, sibling's/half sibling's death certificate.
- ✓ Both parents' passports from around the time of birth. (covering at least 9 months prior to birth)
- ✓ Current or previous passports held, including any passport he/she was included on and/or used to travel to country of residence.
- ✓ If applicable, documents with regard to any change of name:
  - Sworn affidavit, deed poll and newspaper cutting with regard to change of name.
  - Sworn affidavit if parents add/drop one of names.

### **DESIRABLE**

- ✓ School records if applicable.
- ✓ Applicants life photographs, to include:
  - Photographs as a baby with parents (Where born)
  - Photographs on return to the country of residence/where making application.
  - Photographs of applicant growing up, with parents and siblings.
- ✓ Mother's antenatal/postnatal/delivery notes from hospital. (If unable to obtain original records, copies attested by the relevant hospital)